Work Health & Safety

Daily Safety Check Booklet

Educator:

Date: From / / to / /

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |

|  |
| --- |
| **MONTHLY SAFETY CHECKLIST (To be completed before Education and Care starts each day)** Version 3 (April, 2018) |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH OF THE YEAR:** | | | | | | | | |
| **INDOORS:** | | | | **OUTDOORS:** | | | | |
| Check the phone is operating (and the backup phone is charged and working) | | | | Equipment that is a climbing hazard is inaccessible. | | | | |
| Check that the door is locked / secure as required. | | | | Vehicles are inaccessible. | | | | |
| All dangerous chemicals in registered spaces is locked away in appropriate spaces. | | | | Shed/ garden sheds etc. are locked and inaccessible to children. | | | | |
| Power points are all safely fitted and covered with safety plugs. | | | | Garden equipment is inaccessible to the children | | | | |
| Medications are stored out of the reach of children. | | | | Play equipment is free from splinters and other sharp items. | | | | |
| All furniture and equipment for the children is set up safely for the children and is free of clutter. | | | | No rust, spider webs / spiders, insects are present outside and on / in the play area. | | | | |
| Toys are checked for breakages, small parts etc. | | | | All play equipment is stable and in good conditions and appropriate. | | | | |
| Blind cords are out of reach of children. | | | | Removal of all non-associated play equipment. | | | | |
| Sleeping areas are suitable, tidy and clean. | | | | Clothes line has no loose ropes / wires. | | | | |
| Exits are hazard free. | | | | Gates are locked, which prevent access to the roads and other properties | | | | |
| Bathroom is clean, tidy and hazard free. | | | | The yard is safely fenced and in good repair. | | | | |
| 1st aid kit full and checked ready for use. | | | | Any animal faeces and animal feeding bowls etc. removed from the play area and not accessible to children. | | | | |
| Nappy change area is ready for use. | | | | Sandpit is covered daily after use. | | | | |
|  | | | | No water hazards are present. | | | | |
|  | | | | Any soft fall area is checked and raked to ensure safety of children. | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **WEEK ONE** |  |  |  | |  |  |  |  |
| **WEEK TWO** |  |  |  | |  |  |  |  |
| **WEEK THREE** |  |  |  | |  |  |  |  |
| **WEEK FOUR** |  |  |  | |  |  |  |  |
| **WEEK FIVE** |  |  |  | |  |  |  |  |

**RISK / HAZARD IDENTIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Potential Risk/Hazard:** | **Action Required:** | **Eliminated Risk (Date):** |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** | **ITEMS CLEANING:** | **W1** | **W2** | **W3** | **W4** |
| Toys are cleaned regularly. |  |  |  |  | Cobwebs indoor and outdoor are cleaned regularly and removed |  |  |  |  |
| Mouthed toys cleaned daily |  |  |  |  | Highchairs are cleaned thoroughly after each use. |  |  |  |  |
| Floors are mopped daily |  |  |  |  | Cots are cleaned thoroughly each week |  |  |  |  |
| Sandpit is cleaned regularly |  |  |  |  | Tables and chairs are regularly cleaned |  |  |  |  |
| Play space and indoor area vacuumed regularly |  |  |  |  | Nappy change mat is cleaned thoroughly after each use and placed in the sun when possible. |  |  |  |  |
| Outside toys are checked for mould and cleaned as required |  |  |  |  | Dusting regularly (indoor and outdoor) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**CLEANING CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTHLY SMOKE ALARM CHECK:** |  | **CHECK FIRST AID KIT (EXPIRED STOCK)** |  |